

## Fire Marshal's Office - City of Rockville

### FIRE INSPECTION SCHEDULING PROCEDURES

To schedule a fire inspection, call **(240) 314-5041**. This is a recorded scheduling request line and is available 24 hours a day, seven days a week. A fire inspector **will call back** to confirm the inspection.

The following information **must** be provided:

#### 1. Type of Inspection

Hydrostatic test, insulation, fire alarm, wet or dry chemical system, occupancy, day care licensing, etc.

#### 2. Permit Numbers

FPS, BLD, SFD, OCC, etc. Be sure to include letters and numbers.

#### 3. Job Name and Address

Include room/suite or floor number if applicable.

#### 4. Contact Person and Phone Number

Name of person scheduling the inspection and a phone number where we can **call you**.

#### 5. Preferred Date and Time of Inspection

It is strongly recommended that inspections be requested at least **four or five days** in advance. An **AM** or **PM** preference can be expressed. The earlier you call, the more likely you are to receive the date and time you desire. We are unable to schedule exact times, only AM or PM. AM is typically 8:30-12:00. PM is typically 12:30-4:00. We are unable to honor all requests for "next day" inspections. Scheduling two weeks in advance is recommended for larger or extensive projects.

#### Note:

**Fees** - Inspections can not be scheduled if there are **any** outstanding fees. Fees must be paid prior to requesting an inspection.

**Cancellations** - To cancel an inspection, you must call the main office number **(240) 314-8240 no later than 8:30 AM** on the day of the inspection. Advise the person answering the phone that you wish to cancel the inspection. **Do not** leave a voicemail message for a fire inspector. Calls received after 8:30 AM will be treated the same as a failed inspection, and a re-inspection fee may be assessed.

Requests received after 3:00 PM may not receive a return call for two business days. "Next day" inspections are not possible for requests received after 3:00 PM.

If you need to speak to a fire inspector, call (240) 314-8240 between 7:30 AM and 8:30 AM.

**Note:** This number is **not to be used** to schedule inspections.